

REQUEST TO PARTICIPATE IN DECEMBER 2009 COMMENCEMENT PRIOR TO COMPLETING COURSEWORK

Petitions to request to participate in the December 2009 Commencement prior to completing all coursework are due no later than **November 12, 2009**. Applicants submitting forms after this date will not have their names included in the Commencement program bulletin.

Undergraduate students who wish to participate in a Commencement ceremony must be registered for all the courses necessary for the completion of the degree during the semester in which they plan to commence. Waivers to this policy may be granted only if the student can complete the degree requirements during Winter Term for December Commencement, is degree-seeking, and has a cumulative 2.0 GPA. Please note that only a maximum of 6 credits can be completed in Winter Term.

Students wishing to apply for a waiver of the Commencement policy must submit this request form (hard copy or email) to the appropriate Advising Services Coordinator*. In addition to this form, please make sure to share any additional academic information such as how, where and when you plan to complete missing course requirements on this form (see table below).

Date _____

Name _____ ID # (Not Social Security #) _____

Local Address _____

Local Phone Number _____ E-mail Address _____

Major _____ Advisor's Name _____

Minor _____

List course(s) you will complete after Commencement*	# of credit hours	Where course(s) will be taken	Semester when course(s) will be taken	What requirement the course will fulfill (general education, major, elective, etc.)

*** PLEASE NOTE: IF THIS COURSE IS AN INTERNSHIP, YOU NEED TO SECURE YOUR INTERNSHIP AND APPROVAL PRIOR TO SUBMITTING THIS APPLICATION.**

Please provide the reason(s) for your request:

For Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

***Submit petition forms to:**

- Fulton School Majors** – Naomi Nash – nrnash@salisbury.edu – Fulton Hall – 256 – Fax Number: 410-548-3002
- Henson School Majors** – Lisa Leslie – ldleslie@salisbury.edu – Henson School 202 – Fax Number 410-548-3318
- Perdue School Majors** – Jamie Holmes-Kruger – jholmes-kriger@salisbury.edu – Caruthers Hall 125 – Fax Number: 410-677-4732
- Seidel School Majors** – Kimberly Clark-Shaw – kdclarkshaw@salisbury.edu – TETC 354D